



Spring 1991

# Southeastern Law Librarian Spring 1991

SEAALL

**Right click to open a feedback form in a new tab to let us know how this document benefits you.**

Follow this and additional works at: [https://uknowledge.uky.edu/seaall\\_news](https://uknowledge.uky.edu/seaall_news)



Part of the [Law Librarianship Commons](#)

---

## Repository Citation

SEAALL, "Southeastern Law Librarian Spring 1991" (1991). *Newsletters*. 88.  
[https://uknowledge.uky.edu/seaall\\_news/88](https://uknowledge.uky.edu/seaall_news/88)

This Newsletter is brought to you for free and open access by the SEAALL Archive at UKnowledge. It has been accepted for inclusion in Newsletters by an authorized administrator of UKnowledge. For more information, please contact [UKnowledge@lsv.uky.edu](mailto:UKnowledge@lsv.uky.edu).

# SOUTHEASTERN Law Librarian

VOLUME 16, NUMBER 3

SPRING 1991

*Official newsletter of the Southeastern Chapter of A.A.L.L.*

## **TEN STEPS TO AN ENVIRONMENTALLY CORRECT FUTURE**

by  
**Carla Pritchett**  
**Loyola University**

*Have you looked in your library trash cans lately? My informal, unscientific sampling shows me that library discards are overwhelmingly paper. The paperless society has not arrived in my library yet and probably not in yours either. Libraries have long been good about reusing cards and paper scraps for scratch paper near card catalogs and indexes but often continue to throw away all the recyclable trash which accumulates daily.*

*I was inspired to begin a paper recycling program at Loyola when I got involved in planning the New Orleans Association of Law Librarians (NOALL) 1990 Annual Meeting which focused on environmental law. Some of my New Orleans colleagues - Tina McLellan, Janice Shull and Cynthia Jones - had already begun recycling programs in their libraries. They were very helpful in advising me on ways to begin a program. Tina was particularly helpful in answering specific "how did you do this?" questions. She also gave me issues of a great local newsletter, Recycle New Orleans' ReNO Resource, a project of the Louisiana Nature and Science Center. In addition to informative articles on recycling, it includes lists of addresses and phone numbers for local recycled paper dealers. One article from an early issue which had a different title, included a step-by-step checklist to help set up a recycling program. (Bill*

*Ibarra, "Developing and Implementing a Paper Recycling Program At Your Office," Recycle New Orleans Office Recycling Fact Sheet, pg. 1.) These steps are reprinted below, with my means of following them.*

### **Step 1 - Get Management Approval & Commitment**

*I thought about starting as a "closet recycler," but I knew I would never make any money that way. Besides, I would soon need that closet to sort and store the paper. Fortunately for me, my library director, Ed Edmonds, was supportive of my ideas. I found it very useful to be able to say "Ed says I can" when other employees gave me funny looks as I went through their trash.*

### **Step 2 - Find A Program Coordinator**

*A sucker is born every day. (Just Kidding!) This part was easy because I was the one hooked on the idea. Choice made. Unless it is written into your job description, you must have a deep commitment to recycling in order to function as trash police, cheerleader, sorter, color arbitrator (is this beige or is it white?) and much much more. You also must get used to the idea that your office will never look the same.*

### **Step 3 - Assess Waste Stream**

*Translated, this means get down and get dirty in the trash cans, newspaper bins, looseleaf and pocket part discard boxes,*

copy and computer rooms, etc. I had to find out what kind of paper was being thrown away and where. Trash should be clean in libraries, because no one ever steps foot in a library with food. (But where do those banana peels and chicken bones come from?!) I am getting pretty good at recognizing those crumpled up wads of paper with hum in them. One word of warning. Beware of the copy repair person's visiting days. When you pull a pile of prized pristine white paper from a trash can into which toner bottles have been discarded, one minute you are wearing a professional blue suit and the next, POOF, funeral black.

#### **Step 4 - Find A Recycling Dealer**

"People who know" are the best resources for everything. I was fortunate to have such a person to help me get started. The phone book is a good resource, the county or city waste management departments know a thing or two these days and the local nature/environmental organizations have been good resources for me. In New Orleans we have a growing list of recyclers to choose from and I called quite a few of them to find the right one to meet our needs. We needed someone to pick up paper because I felt the system would get bogged down if someone had to do deliveries (I know myself too well). The small "Mom and Pop" company that I found to work with is tolerant of contaminants such as staples (but not paper clips or rubber bands), will pick up when we call them, and requires manageable minimum amounts of paper per pickup. They accept most of the grades of paper that we have, and send us a report listing the amount picked up along with a check.

#### **Step 5 - Decide On Your Particular Program**

We decided to have a voluntary program because I really did not want to be on constant trash patrol (although I will admit to scowling and giving "significant looks" to non-participants as I go by their trash cans and remove good recyclable paper). Don't worry about the right or the wrong way to set it up; just do what works. Learn the basic principles and then fit the program to the people

and space that you have. We started out using boxes and lids as collection bins in the copy rooms, the computer lab, LEXIS and Westlaw rooms and in offices as needed or wanted. The law school initially expressed interest in participating in a joint program, but no one volunteered to help collect and sort paper. We decided that we did not have the time, resources or space to include them, at least until our program goes more smoothly, so the law school was omitted.

The first question everyone asked me when I first started talking up this new project was what were we going to do with the money: "Can we have parties?" "Can I have a new computer?" This is where an education and awareness program comes in handy. New paper, our largest volume, goes for \$0.50 per 100lbs., white ledger paper, our next largest, earns us \$1.50 per 100lbs. In other words, we were not going to get rich with this project. We decided that any proceeds earned would be put back into the program until we have enough posters, attractive collection containers, etc. and then perhaps we could consider parties. Our first paper pickup netted \$20.98. Our first expenditure was for six attractive boxes designed to collect recycled paper, labels for the boxes and some attractive posters costing a total of \$23.70. We are already in the hole, but I am confident that we will catch up as our program progresses.

#### **Step 6 - Getting Your Staff To Participate**

In the beginning, I spent much of my time educating myself and others about what is and what is not recyclable, as well as cajoling, pleading and begging for paper. As people started becoming enthused, I began begging, pleading and screaming for help sorting the avalanche of paper. Now many people here are sorting their own paper, which is a big help, and some are even cutting the little plastic windows out of envelopes which are otherwise not recyclable. I found a kindred soul in Elizabeth Valadie when I discovered that her office was beginning to look like mine with multiple boxes



of paper. Pretty soon, we were sitting side by side in a microscopic closet sorting paper and suffering ink stains and paper cuts with precarious piles of newspaper hovering like the sword of Damocles over our heads.

Since late summer of 1990, we have been immersed in paper. At times it seems totally out of control and I want to quit. Then I think about the future. Recycled paper saves trees which save the atmosphere. States are often forced to ship trash out to other states because they have no space. As landfills become full, state and federal governments will have to step in and issue ultimatums. It feels good to begin a recycling program of our own free will before decrees are handed down and program controls are dictated by outside authorities.

---

#### IN THE NEXT ISSUE.....

Look for summaries of the exciting and informative SEAALL Annual Meeting programs in the next issue of Southeastern Law Librarian.

---

#### LEGAL PUBLISHERS

### D & S / BUTTERWORTHS LEGAL PUBLISHERS

P.O. Box 5105  
Clearwater, Florida 34618-5105  
(813) 441-8933 or 1-(800) 237-9707  
1-(800) 282-8118 (in Florida)

#### SAVE SPACE! NOW ON MICROFICHE!

A permanent solution to your outdated copies

#### West's Florida Statutes Annotated Superseded volumes on microfiche

1943 to-date \$828.75

#### William S. Hein & Co., Inc.

1285 Main Street, Buffalo, NY 14209, 716/882-2600  
TOLL FREE 800/828-7571  
Manhattan 212/283-3528; Washington 202/393-3938

## AALL (1991) + N.O., LA = A Great Convention Formula

Imagine a week of mingling with old friends and meeting new ones, refreshing your job skills and considering new directions in law librarianship. Add to that a week of great food, memorable music, and a sense of history, all of it practically in your own backyard. Plan now to attend the annual meeting of the American Association of Law Libraries in New Orleans from July 20-25, 1991.

Educational programs, scheduled from Monday morning through Wednesday afternoon, are centered around the conference theme of "Building Bridges." With 48 program sessions, more than 60 outside speakers and many representatives of library and law-related organizations, conference attendees will find a wide array of topics covered in the educational sessions.

A placement service will be available from Sunday through Wednesday, 10 a.m. - 4 p.m. Job listings will be posted and a resume file maintained for people seeking employment.

The social agenda includes everything from a riverfront bash at the new Aquarium of the Americas to a mini-Mardi Gras parade. And when you grow weary of shopping on Canal Street or in the French Quarter, check out the latest products on display in not one but two Exhibit Halls.

This is one convention you won't want to miss. For more information contact: American Association of Law Libraries, 53 W. Jackson Blvd., Chicago, IL 60604; 312-939-4764.

Janice K. Shull

## **RECYCLING: MAKE IT EASY**

by

**Barbara Duval**

**Smith Helms Mulliss & Moore**

*Smith Helms Mulliss & Moore has long had an interest in community service (pro bono work, etc.), and consciousness about recycling is a natural extension of this interest. In the Charlotte, NC office, our original recycling program, dubbed "Recycle for Life", was started in the spring of 1988 at the urging of several attorneys. A pilot project was implemented on the litigation floor since it was felt litigators would be most open to this experiment. The pilot project was successful, and the program was expanded to include the whole office. Wastebaskets labelled "Recycle for Life" have been placed in each office (attorneys and staff) and in each room with a photocopier. Employees are asked to put white paper (only) in these special baskets--unusable photocopies, old drafts, etc. Support Center staff members periodically collect the paper, and when our containers are full they call a local recycling company, which comes and picks up the containers. We aren't paid for the paper, but we aren't charged for the pick-up service, so it works well both ways.*

*In the past year attorneys and staff worked out recycling procedures for aluminum cans. Our firm even switched from plastic bottles to cans for soft drinks, so they could be recycled. There are large wastebaskets in the kitchens, labelled "aluminum cans only". The cans are collected daily by the Support Center and donated to the Fire Department to raise funds for a children's burn center.*

*In the most recent development, one of our attorneys volunteered to pick up newspapers for recycling. The library is the designated collection center. People send us newspapers, and we add our library papers when we weed the collection. I call the attorney once a week as a reminder that these materials are ready for her to pick up. She puts these papers with her own recyclable materials at home, and the City of Charlotte collects them*

*once a week as part of its municipal curbside pickup of recyclable materials.*

*Several issues must be addressed in order to have a successful firm recycling program. Recycling must be made easy; the less trouble it takes, the more people will cooperate. Also, no one has time to sort materials, so if the system is simple, there are less likely to be mistakes (wrong items or trash in containers, etc.). Finally, confidentiality is absolutely essential; clients must be sure that their matters will be kept private. We take several steps to secure our recycled papers, such as locking them in bins before letting them leave our building. In addition, our recycler assumes responsibility for security at its location.*

*Recycling programs, then, can be developed in stages, expanding as interest and practicalities allow. The initial procedures may take some effort to set up, but recycling is definitely rewarding. After all, when we do something to help the environment, ultimately we all benefit.*

---

Southeastern Law Librarian (ISSN 0272-7560) is the official publication of the Southeastern Chapter of the American Association of Law Libraries. It is published quarterly and is distributed free to all SEAALL members. Editorial comments or submissions should be sent to Kathy S. Heberer, Rumberger Kirk, P.O. Box 1873, Orlando, FL 32802, (407) 425-1802, or to Russell Gebet, Carlton, Fields, P.O. Box 1171, Orlando, FL 32802, (407) 849-0300. Advertisers should contact Mary Forman, Akerman, Senterfitt & Eidson, P.O. Box 231, Orlando, FL 32802, (407) 843-7860. Membership inquiries should be directed to Susan Roach, Navy Judge Advocate General, 200 Stovall St., Alexandria, VA 22332, (703) 325-9565.

The opinions expressed in the columns and articles are those of the authors and do not necessarily represent those of SEAALL. The Southeastern Law Librarian is not copyrighted; however, credit should be given when quoting or photocopying materials from this publication.

---

# THE PAPERLESS SOCIETY: A CAMPUS-WIDE EFFORT

by  
Ajaye Bloomstone  
Louisiana State University

Shortly after joining the staff of the Louisiana State University Herbert Law Center Library faculty in 1988, I began to notice the considerable amount of newspaper, computer and photocopy paper which was being thrown away, and offered to collect it for recycling in a remote area of the Technical Services Department (although not as remote as my supervisors would have preferred). I planned to take the papers to local recycling bins on a monthly basis, and did so for several months. It was soon evident that the pile of papers was, more often than not, larger than the trunk of the 1978 Corolla which I had thought to be quite adequate. When our campus-wide recycling effort was proposed the Law Library Director asked me to coordinate such a program for the Library; I chose to believe I was asked because I was interested in such a project, however, I wouldn't be surprised if it was due to my instigation of a small recycling effort in the first place. Regardless, I gladly accepted the responsibility.

During the Fall 1990 semester, Professor A.J. Lewis, Chair of the Faculty Senate Ad Hoc Committee on Recycling, issued a memo to campus building coordinators with regard to a new LSU recycling effort for white paper and newspaper. Within the past four months the Baton Rouge campus has begun such a program. Initially, twelve locations campus-wide were identified as departments which could contribute a large amount of recyclable materials, and those departments were designated to participate in the pilot program. The Law Library, along with the main Library, chose to join in the effort and recycle much of the paper we discard daily.

In order to begin the program as soon as possible the Director of the Physical Plant suggested and prepared to support an interim program without assistance from commercial enterprises. The Physical Plant requested and received start-up funds, and by November heavy-duty cardboard

boxes measuring approximately 20"x 20"x 30" were purchased for use as recycling bins and distributed to participating university departments. Once the bins were labeled appropriately for white paper or newspaper, two student workers were assigned to the Physical Plant to collect the full containers on a routine basis every two weeks or so. If containers filled up more quickly than that we were instructed to call for additional pickups.

Campus coordinators were asked to decide on:

1. how many recycling bins would be needed for the participating department, keeping in mind that white paper and newspaper would be collected in separate bins.
2. where the bins would be placed in the department. It was important to ensure that the recycling bins would not be misrepresented as garbage bins, especially since we expected our library patrons to be heavy contributors to the recycling effort.
3. the selection of a single location in the building where Physical Plant personnel could collect the recycling bins.
4. a designated individual to coordinate the effort on a departmental basis, and act as the point of contact with the Physical Plant.

At this point, the Library is limited in what it can recycle. White paper is accepted (regular bond paper such as that used in photocopy machines) as long as it is not the glossy, coated type, and any type of newsprint can be collected, even if color photos are printed on the pages. Computer paper, either white or green bar, is accepted for recycling, as are looseleaf pages and pocket parts with staples removed. Advance sheets are not accepted due to the glue



in the bindings (although with access to a guillotine we would be able to quickly and easily remove glue-bound edges). Colored paper is not taken because of the dyes, and envelopes are discouraged because of the gum and window paper used on window envelopes. It is hoped that in the near future, the LSU program will be expanded to include a wider variety of materials.

The Law Library initially decided to request six bins, three for white paper and three for newspaper. As we were deliberating where they should be placed, it was decided to increase our request by one additional bin for each type of paper. To assist the two student workers assigned by the Physical Plant for routine collection, we chose to keep all of the bins on the main floor of the Library, which houses most of Technical Services, Public Services, and the Main Reading Room, in addition to a number of Library offices. All Library staff have been encouraged to keep smaller boxes under their desks as "personal recycling bins" to be emptied into the larger collection containers.

Presently, there are two bins (one of each type) in the Reserve Room where a large amount of photocopying takes place and where current newspapers are kept. Two bins for white paper are in the main photocopy area which houses four machines, and two bins for newspaper are found adjacent to the office where most of the looseleaf filing is done. The remaining two bins (one of each type) are located in Technical Services, much to the chagrin of the Head of Technical Services, although she is infinitely more pleased with the recycling bins than the toppling tower of newspaper which unfortunately faced into her office.

If the campus recycling program is successful and continues, we anticipate involving the rest of the Law Center in our efforts. Our Chancellor is aware of the Library's participation and encourages it, and already several departments of the Law Center are adding their recyclable materials to the Library's bins.

In the future the University will be designing a formal plan for the recycling program and encouraging local waste disposal companies to submit bids for the provision of sturdier bins and for the actual collection of recycled materials. It is hoped that a contractor will be selected early in the Spring 1991 term.

From the onset there has been a genuinely positive attitude on the part of the Library staff. Day in and day out, we are well aware of the huge amounts of paper generated in the Library due to the nature of our responsibilities. It is evident that our staff is pleased that there is something we can do to recycle paper in the workplace by taking part in this campus-wide program.

**VIM INDUSTRIES**

IN-STOCK BOOKSTACKS

MOVEABLE SHELVING

LIBRARY FURNITURE

1/800-344-0370  
FAX 1/800/666-8461

\*\*\*\*\*

LAW BOOK SUPPLIERS AND SUBSCRIPTION AGENTS

*D. Paulette Webb*  
DIRECTOR OF CUSTOMER SERVICE



WM. W. GAUNT & SONS, INC.  
GAUNT BUILDING  
3011 GULF DRIVE  
HOLMES BEACH, FLORIDA 34217

Fax: 813-778-5252

PHONES:  
(813) 778-5211  
(813) 778-4832  
1 (800) 942-8683

\*\*\*\*\*

## LETTERHEAD FOCUS OF RECYCLING PROGRAM

by  
Linda Will  
Holland & Knight

Most of us are aware of the incredible amount of paper products consumed in the name of keeping our law libraries timely and updated. After all, paper is a product of the legal profession. It is a lawyer's finest creation. We consume this product in massive quantities, labeling it, filing it, xeroxing it, stapling it and even boxing it for the future lawyers of tomorrow. But we don't just sequester it, we toss it; abandoning it to janitorial armies that come in the night to steal it away. Due to the environment we work in, i.e., the corporate law firm, we often become jaded to "pulp abuse" forgetting that the waste could be deterred, even turned around.

In these days of overflowing landfills, polluted waterways and once pristine now trashed beaches, we are all severely aware of the garbage that is ambushing us. Not wanting to become captives to our throwaway, "convenience store" mentality, many of us are becoming concerned, activated, even dedicated to the concept that recycling is not just a trend, but a necessity if we want to keep from fouling our own nests. Many of us recycle in our homes. Now we are beginning to recycle in our work place; yea even in the sacred halls of the corporate law firm.

Holland & Knight is a large 284-lawyer firm of 9 offices, 8 of which are in Florida. In July 1990 the management committee made the commitment to begin a firm-wide paper recycling program.

Informal recycling programs had already been ongoing, but with no set standards. Some of the offices made it a policy to save newspapers from the reception area, donating them to Boy Scout paper drives. Some offices replaced styrofoam cups with paper or recyclable styrofoam, and some did away with disposable cups altogether using ceramic mugs or glasses instead. Most of the coffee bars sported special bins for aluminum cans, but no formal policy was set, that is until management

took the initiative to make the firm the recycling pioneer in South Florida.

It took about 6 weeks for all of the offices to switch over to 100 percent recycled letterhead and envelopes. This was rather a dramatic move considering how much paper was consumed by the firm. (In an average month, between 33,000 - 50,000 sheets of letterhead and 26,000 - 31,000 envelopes). The recycled stationery now used by Holland & Knight is produced by Kimberly Clark Corporation and is 25 percent cotton (clippings from cotton industry waste), 25 percent converted waste, and 50 percent post consumer waste to include 10 percent mail and office waste. This stationery is set apart by its customized watermark of "Holland & Knight 100% Recycled."

Presently the cost is slightly more than that of regular stationery, but the quality differential is marginal and difficult to distinguish from virgin papers. Hopefully, by paying today a market will be created that will eventually bring the price below that of virgin paper, making it more economical and palatable to budget minded administrators.

The firm's next stop....recycled internal memo pads and switching from yellow to white legal pads. White paper is more easily recycled.

---

### DEADLINES

May 1, 1991	Articles due for Summer issue of <u>Southeastern Law Librarian</u>
Aug. 1, 1991	Articles due for Fall issue of <u>Southeastern Law Librarian</u>

---



## FROM THE PRESIDENT

The Chapter recently received good news from the IRS. Our application for tax-exempt status was accepted. The Chapter will now be required to file Form 990 (Return of Organization Exempt from Income Tax) only if gross receipts each year are "normally more than \$25,000." Many thanks to Past President Mary Smith Forman who worked with members of her law firm to obtain the tax-exempt status for the Chapter.

Some additional exciting news! I hope that each of you is planning to attend the 1991 AALL Annual Meeting in New Orleans. With Betty Kern as Local Arrangements Chair you know that the meeting will be one of the most exciting ever. The Southeastern Chapter is planning something a little different in New Orleans. SEAALL will participate in a joint reception with the official city and regional chapters within SEAALL's boundaries. The reception will be held after the Chapter business meeting. Look for the date and times for both the business meeting and the reception in the program materials.

Proposed changes to the Chapter By-laws will be on the agenda for the New Orleans meeting. Pam Williams, Chair of the Articles and By-laws Committee, presented these proposed changes to the membership for discussion in Tuscaloosa. The proposed changes describe the voting rights of the various categories of members and make the Chapter's membership status section more closely parallel the AALL section on membership.

There are many Southeastern Chapter members who deserve special recognition for their fine work during the past months. Cherry Thomas and the University of Alabama Law Library staff did a wonderful job at the Chapter Annual Meeting in Tuscaloosa. Be sure to thank Cherry and the Law Library staff when you see them for making all of us feel welcome. Peggy Martin and the Program Committee members put together an informative and interesting educational program and should be commended for their efforts. The Education

Committee under the direction of Jim Heller once again conducted an excellent institute. I appreciate the efforts of all these individuals as well as the many Southeastern Chapter members who participated in the Annual Meeting and Institute programs.

Wes Daniels and the Chapter Scholarship Committee selected eight scholarships recipients this year. Most recipients used their scholarship to attend the Annual Meeting in Tuscaloosa; other will use the funds to attend other programs or to continue their education. The Membership Committee also announced a different recruitment approach in Tuscaloosa. Alva Stone, Chapter Secretary, is assisting the Membership Committee with a review of the Chapter directory and the AALL directory to locate law librarians who are members of AALL, but not Chapter members. Letters and a revised SEAALL brochure will be mailed to each identified person to solicit their membership and participation in SEAALL.

I hope to see all of you in New Orleans in July.

Timothy L. Coggins

---

## Thank You Law Book Exchange

If you're new to the Southeastern Chapter then you may not be aware that the newsletter is printed four times each year through the generosity of Law Book Exchange of Jacksonville, Florida. In addition to doing our printing for free for the past four years, Law Book Exchange sends out our newsletter under its own bulk mailing permit, saving the Chapter a significant amount of money. Law Book Exchange deserves our collective and repeated thanks for service to our Chapter.

## **IN MEMORIAM: DR. ELLIS E. TUCKER**

*Dr. Ellis E. Tucker, former Reference and Administrative Librarian and Professor at the University of Mississippi Law Library, died on November 6, 1990, following a lengthy illness. He was 59.*

*Dr. Tucker turned to law librarianship rather late in a career that included work for the Methodist Church of North Mississippi and service in school and academic libraries in Alabama, Arkansas, Maryland, and Virginia, as well as in library education in Mississippi.*

*He earned many more degrees than most law librarians: B.A.E., University of Mississippi (1952); B.D., Emory University (1958); M.S.L.S., Louisiana State University (1967); Advanced M.L.S., Florida State University (1973); Ph.D., Florida State University (1974). Following the completion of his last degrees, he moved to the Graduate School of Library and Information Science at the University of Mississippi where he served as Director from 1974 until the library school was closed in 1984.*

*When it closed, Dr. Tucker became the Reference and Administrative Librarian at the Law Library at the University of Mississippi and quickly adapted to the career change. He became active in AALL and in the Southeastern Chapter, while still maintaining his ties to the professional organizations in other branches of librarianship. Because of his long tenure in librarianship and in library education, Dr. Tucker influenced many of the professional librarians in Mississippi and the Southeast.*

*Dr. Tucker enjoyed world travel and usually took at least one trip abroad each year. He sent the customary postcards to the rest of the staff but, they revealed that he did so, not from a sense of obligation, but from an honest enjoyment and delight in sharing the beauty of his travels.*

*Southeastern Chapter members may remember Dr. Tucker for his eloquent invitation to attend the 1990 Annual Meeting in Oxford that he delivered at the Chapter breakfast meeting in Reno at the 1989 AALL Annual Meeting. His glowing description of Oxford, the University of Mississippi, and William Faulkner encouraged many Chapter members to attend.*

*The staff of the University of Mississippi Law Library will miss his able counsel, his dedication to excellence, and his good-natured teasing and practical jokes.*

*J. Wesley Cochran*

---

### **JUST THE FACTS**

*The average attorney generates one ton of paper per year.*

*Recycling a 4-foot stack of paper saves a 40-foot pine tree.*

*Recycling a daily newspaper subscription produces enough pulp to save an acre of forest.*

*Using a 25-pound carton of recycled paper saves the equivalent in energy of 5 gallons of energy.*

*Only 11% of all waste is recycled.*

*Recycling 10,000 tons of material creates 36 jobs vs. 6 jobs that would have been created for a landfill.*

*Enough office and writing paper is thrown out each year to build a 12-foot wall from New York to Los Angeles.*

*This information came from a brochure "Recycling in your Law Office: How to Set Up A Recycling Program", and is published by the Texas Young Lawyers Association. You can obtain a copy by calling 512-463-1446.*

## FILING LOOSELEAF SERVICES

by  
Cathy Cole  
Special Library Service

*I'm often asked, "How can you stand to do that all day?" Or, "don't you get bored?" No, I don't. This is a fairly new job so I find it challenging. This is my first time working in a law library and having to do looseleaf filing as my main duty. I enjoy and take pride in doing as accurate a job as I possibly can.*

*Accuracy and timeliness are the most important parts of being a looseleaf filer. If you don't put pages in the correct place then the attorneys using the books might give incorrect advice to their clients. If don't stay current with updating supplements then the same problem could occur. Ideally we should all do our filing the day it comes in, but this is not always possible. The weeklies should be done no more than two days after they are received. More often than not you will have received a new update by then anyway! Weeklies are not always received once a week. Quite often you'll receive an update on Monday, then get another the next day or the day after. Every library is different and you have to set your priorities accordingly. I work for an independent library service, so I work at four different firms. Each firm is different in size and each subscribes to different services. Two of the firms are fairly large and I spend four days a week at those firms. The other two are much smaller and I do both in one day. Since I am at the two smaller firms only once a week, I make sure that everything that has come in that week is filed during my visit.*

*Let's talk about the looseleaf services, how the publishers number the pages, the type of binders they use, and how easy they are to file. Matthew Bender, Callaghan, and Clark Boardman all have similar binders. They use a five post binder: three posts attached to the binder itself and two that are called alignment bars. It is difficult to remove pages from the posts. When the page numbers are in the top left corner, they are difficult to read. These publishers also tend to update every other*

*page in a chapter or whole volume. It would be less time consuming for the filer if they would just replace whole sections. But then, that would be wasting paper and in these days of environmental awareness a filer should not complain about filing only pages that have changes. More frustrating than changing every other page is to have to pull all of the pages off of these posts to change only one or two pages at the bottom of the stack!*

*CCH and Prentice Hall have similar binders. Theirs are basically three ring binders but they have a slide at the bottom of the binder that locks it. This is great as long as you remember to push it to the lock position. If you don't, the next time you take the binder off the shelf it may come open and all of the contents will fall out.*

*BNA's binders are a little tricky to use. They usually have six rings that are staggered. They are hinged at both ends and the top set of rings flips over to the left. The big question when you're updating is "Do you put the pages you're changing on the open rings and hope that you can flip the rings back in place, or do you set the pages aside, put them all back on the rings on the right hand side and then close the binder?" The Tax Management Portfolios have spiral binding. You have to have a special tool called a "comb" to get pages back into the booklets.*

*RIA has the easiest binders to use, along with D&S. They are regular three ring binders. Of the two, D&S publications are by far the simplest to update. D&S quite often replaces whole chapters. What could be easier? Especially when each chapter is separated by tabs and the page numbers are in the top right hand corner making them easier to read. RIA is not really that difficult to update except that*



they will replace every other page in one section or only one page at the back of the binder. It feels like a waste of time to change just one page.

Most of the publishers give you instructions on how their binders open. I received a new service from Butterworths which had no instructions. If ever a binder needed instructions it was this one. When you first looked at it, it seemed simple: There was a tab at the bottom that you could push in. That only opened the top cover. Then there was a straight metal bar with hinges at both ends. I tried pushing and pulling on this bar to get it to open but to no avail. It wouldn't budge. Unfortunately, there was no phone number for Butterworths listed on the binder or in the publication. I finally had to ask someone else for help with the binders. It turned out that the ends slide in towards the middle and then the top bar flips open. Some of us are not as mechanically minded as others!

It would be nice if the publishers would consider the people who have to do looseleaf filing. Each publisher's style of binder and pagination is their corporate signature, but it would be simpler if they would standardize the industry. My two least favorite services are the Florida Administrative Code Annotated and RIA's Federal Tax Coordinator, because they are so time consuming.

In conclusion, I feel that anyone can learn how to do looseleaf filing but it takes a real love of doing library work to do it every day. You have to have patience, you have to take the time to read the instructions for each update, and you have to really watch the page numbers you're changing. It is so easy to miss one number that has been changed. That means you've put the wrong page in, and it will be necessary to redo your work later after you've waited a week or longer to get missing pages from the publisher. One last thing - If you happen to be a procrastinator like myself, you'll want to put off updating those services you find the most difficult. Don't! Do them first. Then you can do the supplements you like and end your day feeling good. You've accomplished all of your work

without feeling stressed because you're straining to finish that last difficult service.

*Editors' Note:* Several AALL programs at last year's annual meeting dealt with the training of library technicians. Since technicians often do the bulk of the looseleaf filing, they need proper instruction on the function and methods of updating legal publications. Understanding the problems associated with looseleaf filing from the perspective of those who do it should make all of us better trainers and supervisors. In that spirit Cathy Cole graciously agreed to write this article for Southeastern Law Librarian, and we thank her.

**SAVE  
30-60%**

## **USED LAW BOOKS**

**We Buy • Sell • Trade**

West • Lawyers Co-op • Harrison  
Matthew Bender • Callaghan • Others

**Law Book Exchange**

P.O. Box 24990  
Jacksonville, FL 32241-4990

**Fla. (800)824-4807  
Outside Fla. (800)325-6012**

**SOUTHEASTERN CHAPTER  
AMERICAN ASSN. OF LAW LIBRARIES, INC.  
FINANCIAL STATEMENT  
1 APRIL, 1990 THROUGH 31 JANUARY, 1991**

<b>OPENING BALANCE</b>	3,156.31	
Add Certificate of Deposit	<u>8,000.00</u>	\$11,156.31
 <b>ADD INCOME</b>		
1990-91 Dues	4,740.00	
Scholarship returned	300.00	
Bank Interest - CD	665.29	
Bank Interest - Check A/C	150.97	
Sale Mailing Labels	150.00	
Newsletter Advertising	400.00	
Profit 1990 Meeting Oxford, Ms.	<u>1,865.79</u>	
		<u>\$ 8,272.05</u>
<b>TOTAL INCOME</b>		\$19,428.36
 <b>DEDUCT EXPENSES</b>		
Chapter Reception at AALL	1,619.82	
Postage	436.98	
Printing	57.61	
Stationery and Office Supplies	463.90	
Newsletter Expenses	299.85	
Report to Florida Secy. of State	35.00	
Sundries	38.60	
President's Expenses	346.43	
Labels for Vendor Mailings	49.50	
Preparation of Tax Return	446.76	
Legal Fees	<u>315.40</u>	
<b>TOTAL EXPENSES</b>		<u>\$ 4,109.85</u>
 <b>CLOSING BALANCES</b>		
Certificates of Deposit	12,000.00	
Cash at Bank	<u>3,318.51</u>	
		\$15,318.51

**NOTE:**

The closing cash balance of \$3,318.51 reconciles with the bank statement and check book. With respect to the Certificates of Deposit: \$8,000.00 is due 21 February, 1991, and \$4,000.00 has been renewed and is due 2 August, 1991.

Respectfully submitted,  
Diana Osbaldiston, Treasurer

## SEAALL BRIEFS

Compiled by  
Jack Bissett  
Washington and Lee University

Please send news items about members and law libraries to Jack at Washington and Lee University, or to: **Julia Best**, University of North Carolina, **Reba Best**, University of Tennessee, **Richard Boaz**, Jackson & Kelly, Charleston, **Sue Burch**, University of Kentucky, **Herb Cihak**, University of Mississippi, **Joe Cross**, University of South Carolina, **Mary Cross**, Stearns Miller, in Miami, **Nora Everlove**, Special Library Service (new number 800-487-6672), **Penny Gibson**, University of Alabama, **Rita Millican**, Louisiana State University, or **Elizabeth Valadie**, Loyola Law School. Thanks to everyone who contributed!

### ALABAMA

**Timothy Lewis** and **Lynne Kitchens** of the Alabama Supreme Court Library in Montgomery have published "Alabama Practice Materials: A Selective Annotated Bibliography" in the Fall 1990 *Law Library Journal*. The Supreme Court Library staff members are adjusting to and learning about their new Innovative Interfaces Innopac automated system; the library has already received the public access catalog and acquisitions modules and they are looking forward to receiving the remaining units.

Alabama law librarians are working to form the new Alabama Law Libraries Association as a chapter under AALL. Membership currently stands at 44, 17 of whom are AALL members. On November 30 the group sponsored a CD-ROM demonstration at the U.S. Court Library in Birmingham. Interested potential members should contact Moderator **Virginia Hare** (205-731-0123) or Vice-Moderator **Lori Feld** (205-254-1000).

### FLORIDA

St. Thomas University Law Library: **Jeannette Neuschaefer** is the new Circulation/Reserve Librarian at the Law Library. Previously she was

Reference/Circulation Librarian at the Broward County Law Library. The Library is now checking out a laptop computer to students and expects to be doing the same with LEXIS computers in the near future. They hope to enable students to work at home with online systems. The laptop is programmed for accessing both LEXIS and WESTLAW. On November 15 **Paula Tejeda**, Head of Technical Services at St. Thomas, was recognized by the Southeast Florida Library Information Network (SEFLIN) for outstanding Serials Committee work during 1989-1990.

### KENTUCKY

The Chase Law Library has finished the first phase of a barcoding project related to their new automated system, VTLS. They expect to be in full operation by Fall 1991.

The University of Kentucky is in the initial stage of implementing NOTIS library system. OCLC's LS2000 has been in use there since the 1986-87 school year. NOTIS circulation and cataloging modules are scheduled to be in place by August 1991.

The University of Louisville Law Library has two new library faculty members. **Doris J. Geoghegan** Technical Services Librarian, joined last Spring. Doris previously worked for SOLINET, helping to provide technical support to OCLC users. **Joyce A. McCray Pearson**, Collection Services and Government Documents Librarian, joined the library faculty in the Fall of 1990. Joyce earned her J.D. degree from Washburn University, and recently completed her Master in Librarianship with a certificate in Law Librarianship from the University of Washington, Seattle. Both Doris and Joyce are also members of the Law Library's reference staff. **Arturo L. Torres**, University of Louisville,



wrote "Retreats for Improved Library Management: the Basics," for the June 1990 issue of Trends in Law Library Management and Technology.

### LOUISIANA

*Southern University Law Library:* **Alvin Roche**, Law Librarian, reports that the Law Library has purchased two new OCLC M386 terminals and contracted with SOLINET for retrospective conversion. They hope to have an integrated system within two years. The Library has received a one-time \$500,000 appropriation for the purchase of retrospective materials, and at the same time is entering a year of remodeling. Reader Services is moving into part of the undergraduate library, while Cataloging, Acquisitions, Documents and Collection Development will all be housed in vacant homes on campus. Completion of the four million dollar project is expected by Summer 1992.

### MISSISSIPPI

*Carol C. West*, Director of the Mississippi College Law Library, was elected a Mississippi Delegate to the White House Conference on Libraries and Information Services to be held in Washington, July 9-13, 1991.

*University of Mississippi Law Library:* **Jack Bach**, formerly Computer Services/Reference Librarian at the Law Library, has become a law clerk for Justice McCray of the Mississippi Supreme Court. **Catherine Swanson**, Technical Services Librarian, is on extended leave, until May 1, following the birth of her son, Richard Michael Swanson, December 3. **Dr. Ellis E. Tucker**, who retired as Administrative and Reference Librarian in September 1990, passed away on November 6, 1990. Before joining the Law Library in 1984, he was Director of the University of Mississippi Graduate School of Library Science. **J. Wesley Cochran**, Law Librarian at the University of Mississippi, has accepted the position of Director of the Law Library at Texas Tech University, in Lubbock, effective June 1. **Wes** presented his very popular workshop, "Introduction to Time

Management," to the Jackson-Area Law Librarians on January 18th. The program, which **Wes** has presented at national and regional meetings, was designed to address the needs of the law firm, court, and academic members of the group. The Jackson-Area Law Librarians have a bi-monthly luncheon meeting that focuses on areas of mutual concern.

### NORTH CAROLINA

**Margaret M. Collins** joined the Duke University Law Library staff in September, after completing her Masters Degree in Information and Library Science from the University of Michigan. She holds a law degree from Georgetown University and has spent two years as an associate in a Boston law firm. She serves as a Reference Librarian and has responsibility for Government Documents, as well as teaching in the Legal Bibliography program.

**Constance M. Matzen**, Librarian for Smith Anderson Blount Dorsett Mitchell & Jernigan in Raleigh, gave a presentation to the Legal Research classes at North Carolina Central University Law School last Fall, entitled "Legal Research from the Law Firm Librarian's Perspective."

Former Chapter President **Hazel Johnson**, previously with Long, Aldridge & Norman in Atlanta, recently joined the Reference Department staff at North Carolina State University's D.H. Hill Library.

### TENNESSEE

*University of Tennessee Law Library:* **William J. Beintema**, Director of the Law Library and Associate Professor of Law, has compiled Clergy Malpractice: an Annotated Bibliography, published by the William S. Hein Co., 1990. The 1990 supplement to The Insanity Defense: a Bibliographic Research Guide, has been published by the Harrison Company. **D. Cheryn Picquet**, Professor and Associate

Director, and **Reba A. Best**, Associate Professor and Head of Cataloging are the co-authors. Originally published in 1985, the work has now been supplemented three times, the latest being cumulative.

## VIRGINIA

Norfolk Law Library: **Jean M. Holcomb**, Director of the Law Library taught the course "Legal Literature" as an adjunct faculty member during the Fall semester for the Catholic University of America School of Library and Information Science. The course was offered as part of the off-campus MLS program, and taught at the University of Richmond. **Karen Stone**, Assistant Librarian, is pleased to announce that her name changed to **Karen Stowe** on October 20, when she married T. Dru Stowe, Jr. of Newport News.

University of Virginia: **Katherine Malmquist**, formerly Circulation Law Librarian at UVA, was appointed Associate Director of the Law Library at Cleveland State University in October. **Anne Mustain**, Head Cataloger, is currently supervising a retrospective conversion project and establishing an online catalog at the University of the West Indies Faculty of Law Library in Bridgetown, Barbados. Her appointment is from October 1990 through July 1991.

**Jerilyn Polson**, new Director of the Fairfax Law Library, has a new baby girl, Sarah Kathryn Polson, born January 10. Jerilyn will be on leave through April 8th. The Library staff will "attempt to function as normal." Jerilyn was formerly assistant Librarian at Van Ness Feldman & Curtis, Washington, D.C. **Susan E. Tulis**, Documents Librarian, has been appointed to the Depository Library Council by the Public Printer.

## WEST VIRGINIA

**Beth Butcher** is the new Law Librarian at Bowles Rice McDavid Graff & Love, in Charleston. She began in November.

## PLACEMENT

Compiled by  
**Donna Bausch**  
Regent University Law Library

The SEAALL Placement Committee is chaired by Donna Bausch. Should you wish to place a job ad in Southeastern Law Librarian, please contact Donna Bausch at Regent University Law Library, 1000 Centerville Turnpike, Virginia Beach, Virginia 23464, (804)523-7463.

In addition, the Placement Committee maintains a resume file of job seekers. If you'd like to put a resume on file, or review those currently on file, please contact Donna or a member of the Committee.

NEWSFLASH: AALL has revamped its Headquarters placement function. Beginning January 2, 1991, the Career Hotline will be updated weekly in summary form. Full printouts of job listings will be available for a \$25 annual subscription fee, mailed monthly by first-class mail. Members may request printouts of full job listings free of charge. Nonmembers may request printouts for \$5.00 each.

Keep in mind the joblines in our region and nationally which are available for the cost of a phone call:

AALL:	(312)939-7877
SLA:	(202)234-3632
Fla:	(904)488-5232
N.C.:	(919)733-6410
S.C.:	(803)777-8443
Va.:	(703)370-7267

## FLORIDA

**Foreign and International Law Librarian.** **University of Miami Law Library.** Responsibilities: Provides reference services for foreign, international and comparative law. Serves as liaison to ten law faculty members with interests in these areas, and to staff of the Inter-American Law Review. Assists Library's

reference staff and covers Reference Desk when needed. Selects foreign, international and comparative material for purchase. Regularly reviews collection and maintains contact with relevant American and foreign libraries. May teach an international and foreign law research course and serve as the International Moot Court team's adviser. Qualifications: American or foreign law degree and accredited MLS. (Strong background may substitute for one of the degrees). Thorough knowledge of the sources of foreign and international law and substantive interest in these fields. Relevant experience in a law or related library. Working knowledge of at least two Western European languages, preferably including Spanish or Portuguese and French or German. Strong service orientation with a diverse and demanding clientele. Environment: The School of Law is on the main campus of the University of Miami, located in Coral Gables, a city of 50,000 south of Miami. The School enrolls 1,300 students and has a faculty of over 50. In addition to the JD program, the School offers several graduate law degrees, including a Master of Laws for Foreign Students. The Law Library has a budget of over \$2.2 million, and a staff of 40, including 14 professional librarians. The foreign, international and comparative collections are strong in the law of Latin America and the Caribbean, and in

public international law (including law of the sea). Western European law is increasingly emphasized. The Library prides itself on a very high level of service. Librarians' professional development is encouraged and subsidized. To Apply: The position is available April 1, 1991. Please send a resume and the names of three professional references to: Wes Daniels, University of Miami Law Library, P.O. Box 248087, Coral Gables, FL 33124-0247. The University of Miami is an equal opportunity/affirmative action employer.

#### LOUISIANA

**Reference Librarian. Law Library of Louisiana.** For more information contact Carol Billings at 504-568-5706.

#### MISSISSIPPI

**Law Librarian. University of Mississippi College of Law Library.** MLS, JD and law library administrative experience. Staff of six professionals and seven support staff. Deadline: March 1, 1991 or until filled. contact: David E. Shipley, Dean, School of Law, University of Mississippi, University MS 38677, (601)232-7361.

---

SOUTHEASTERN LAW LIBRARIAN  
c/o Kathy Heberer  
Rumberger, Kirk, Caldwell,  
Cabaniss, Burke & Wechsler  
Post Office Box 1873  
Orlando, Florida 32802

**BULK RATE  
U.S. POSTAGE  
PAID  
PERMIT NO. 1609  
JACKSONVILLE, FLORIDA**

James L. Gates, Jr.  
Legal Information Center  
University of Florida  
Gainesville, FL 32611